

**CITY OF LOS ALTOS  
POSITION CLASSIFICATION**

**ENGINEERING SERVICES MANAGER**

**Definition:** Under general direction from the Community Development Director, directs activities of the Engineering Division, which include Capital Improvement Projects, Solid Waste Administration, Traffic Engineering, Engineering Inspections and Development; participates as a member of the department's management team in departmental policy development, administrative planning and addressing of departmental problems; and does related work as required.

**Essential Job Functions:**

*Duties may include, but are not limited, to the following:*

1. Plans, organizes, coordinates and directs all Engineering Division activities, including engineering design, contract administration, engineering inspection, surveying, property management and the design and construction of streets, traffic controls, drainage structures, parking and other municipal facilities.
2. Supervises engineering and engineering office support staff.
3. Supervises the training and development of Engineering Division employees.
4. Performs written staff evaluations, and develops and implements performance standards.
5. Develops and controls the Engineering Divisions operating budget and capital projects.
6. Develops and implements procedures for the processing of work; develops and analyzes proposed strategies and projects and prepares and reviews engineering reports and letters, including recommendations on action to be taken and related justification; responds to citizen complaints and concerns involving engineering related issues.
7. Establishes and administers standard specifications, plans, street setback maps and other documents as required by Municipal Code; establishes and monitors use of contract administrative procedures.
8. Receives and reviews complaints from the public and ensures the appropriate response is made.
9. Interviews and advises on the hiring, layoff or discharge of employees as necessary.
10. Coordinates Division activities and provides technical assistance to other departments, divisions, public agencies, consultants, and contractors; makes presentations on Division activities, engineering designs and related matters to the City Council, City Commissions, and other groups.

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11. Evaluates Division staffing arrangements, staffing levels, and work assignments and makes necessary recommendations to Department Director; sets performance standards for Division staff and evaluates performance; submits hiring recommendations for Division staff to Department Director.
12. Represents the City and acts as a liaison with other governmental agencies.
13. Performs other related duties as required.

### **Minimum Qualifications:**

#### **Knowledge of:**

- Thorough knowledge of modern organization and management
- Considerable knowledge of laws governing land development, public projects and assessment districts
- Considerable knowledge of financing practices of municipal governments and public works projects
- Working knowledge of modern civil engineering theories, principles and practices
- Working knowledge of other city departments
- Working knowledge of the methods, techniques and materials commonly employed in the construction of public works, such as streets, water and storm drain systems, buildings and bridges
- Working knowledge of traffic engineering and transportation planning

#### **Ability to:**

- Ability to perform the full range of supervisory tasks, including work planning and assignment, training, directing and evaluating employee performance
- Ability to develop plans designed to maintain departmental efficiency and responsiveness
- Ability to plan, organize and direct the variety of activities found in a progressive city function.
- Ability to direct studies on proposed policies, strategies and projects
- Ability to work effectively with property owners, contractors and the general public
- Ability to make presentations of engineering matters in a manner that will make them understandable to lay bodies
- Ability to communicate clearly and concisely, both orally and in writing

### **Experience and Education Guidelines:**

*Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:*

1. Five (5) years of extensive, increasingly responsible administrative and supervisory experience in managing staff responsible for the design, construction, inspection,

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- coordination and review of public works and private development projects or related activities.
2. Graduation from a four-year college or university with a degree in Civil Engineering, Urban Planning, Public Administration, Business Administration or closely related field.
  3. Possession of a Master's Degree in one of the specified fields and registration as a Civil Engineer in the state of California are desirable.

**Required Licenses or Certificates:** Possession of or ability to obtain, prior to employment, a Class C California Driver's License and a satisfactory driving record